UNITED NATIONS **ST**

Secretariat

ST/IC/1997/88
22 December 1997

ENGLISH ONLY

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN**

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 27 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The spring 1998 semester will run from Monday to Friday, beginning Monday, 2 February 1998, from 3.15 p.m. to 5.45 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

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* Expiration date of the present information circular: 30 June 1998.

** Personnel Manual index No. 13000.

4. Interested parents are invited to complete the attached application form and return it no later than 22 January 1998 to room DC2-839.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

7. Note new premises: Dag Hammarskjöld Library, lower level, room SA-B-52.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME
FOR UNITED NATIONS CHILDREN

Spring semester 1998

Renewal ☐

New application ☐

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

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* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

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23 December 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1996/1997 FIELD SERVICE PROMOTIONS

1. The Secretary-General, having considered the recommendations of the 1996/1997 Field Service Promotion Review Panel, has approved the following promotions for staff members in the Field Service category to the FS-7, FS-6, FS-5, FS-4 and FS-3 levels:

1996 Promotion Register for staff in the Field Service category

To FS-6

PARNITUDOM, Santipot

To FS-5

BUTLER, Norman
DOPIERALA, Henri
HALLENBERG, Ulf
LYNCH, Gerard
NYARACH, Thomas
RIVERA-FLORES, Jaime
WALKER, Thomas
WEISZEGGER, Wolfgang

To FS-4

COLLYMORE, Collins
KAUKORANTA, Jorma
NORVOR, Patrick
O'REILLY, Noel
PALMER, Brian
ZOCHOLL, Manfred

To FS-3

ADJEI, Johnson
DUGUVESI, Wame
HOLDER, Courcey
JOHNSTONE, Alastair
PEACE, Clifford
YADAV, Mulchand

* Expiration date of the present information circular: 31 December 1998.

1997 Promotion Register for staff in the Field Service category

To FS-7

ERIKSSON, Kenneth Bo
McCULLIE, David

To FS-6

DIMAILIG, Jacinto
GILLIES, Donald
NWOSU, James
PETURSSON, Isleifur
ROSWALL, Eric

To FS-5

HORSFORD, Douglas
JENSEN, Carsten
MEADOWS, David
PEACE, Martin
PODRITSCHNIG, Alfred

To FS-4

AIGELSREITER, Josef
BARRAMEDA, Henry
BOSTIC, Andrew
BRENNAN, Patrick
BRIDGEMAN, Hamilton
HAGEN, Reidar
KEEGAN, Malachy
KESCHL, Alfred
LEIKAS, Mauno
MILLS, Colin
NEKKO, Arne
NEMETZ, Karyn
SCHOUTEN, Frederick
SOE, Kyaw

To FS-3

CUMMINS, Maurice
KEOGH, Jarlath
STEINVIK, Jan
VOSS, Achim

Recourse procedure

2. Staff members are reminded of the criteria for promotion, which include (a) performance; (b) record of mobility; (c) academic training and professional qualifications and achievements; (d) linguistic proficiency; (e) supervisory abilities and leadership capabilities, as applicable; (f) seniority in grade and experience; and (g) guidelines and measures to improve the status of women. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

3. If a staff member believes that his or her name has been omitted because of incomplete information placed before or available to the Review Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters (in 10 copies) must be submitted WITHIN ONE MONTH of the publication date of the present circular and should be addressed to the Chairperson of the 1996/1997 Field Service Promotion Review Panel, through the Secretary of the Panel, room S-2545B.

4. Relevant information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the list. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

5. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.